



APPLICATION FOR TEMPORARY SIGN

City of Manchester, 14318 Manchester Rd, Manchester, MO 63011

Ph: 636 227 1385 Ext. 118; Fax: 636 821 8099

REQUIREMENTS FOR PERMIT:

1. Completed application form.
2. Rendering or image of proposed signage, including dimensions.
3. Site Plan or map indicating location of temporary sign placement.
4. Payment of \$25 processing fee.

Guidelines (See Manchester Code Section 405.320.N)

- Temporary signs may not exceed 32 sq. ft. in size.
- Temporary signs may be used a maximum of 60 days per calendar year.
- 60 days may be divided into 2/30 day periods, 3/20 day periods or 4/15 day periods.
- Each period of temporary signage requires a new permit. Must have 45 days between permits.
- Grand Opening Sign/Banner is for new businesses only and will receive 30 days for this event. (This is in addition to the 60 days a year the business is allowed.)
- A sales/temporary sign may be combined with a temporary tent permit. (Separate application form required)
- The use of stringer lights, streamers, pennant flags, balloons, or livings signs are strictly prohibited.
- No signage may be placed in the right-of-way of any street or roadway.
- This application must be submitted at least fourteen (14) days in advance of posting signage.

PLEASE PRINT

Business Name			
Business Address			
Business Phone			
Email			
Applicant Name			
Applicant Phone			
Describe Sales Event	<input type="checkbox"/> Grand Opening (New Bus. Only – max. 30 days) <input type="checkbox"/> Other _____		
Dimensions of Signage			
TEMP SIGN: Dates of Event (Not to exceed 60 days per yr.)	Start Date		<input type="checkbox"/> 15 days <input type="checkbox"/> 20 days <input type="checkbox"/> 30 days

I hereby certify that the information contained in this application and accompanying drawings and/or plats is correct, and that I will conform to all applicable laws of the City of Manchester.

Applicant's Signature _____ Date _____

FOR CITY USE ONLY

Signage Must Be Removed By: _____ City of Manchester Permit # _____

Approved By _____ Date _____
Director, Planning and Zoning and Economic Development

Temporary Sign Permit Fee ☐ Fee paid on _____ Amount: _____